

Part 405 – Personal Property

WV405 Vehicle Management

This document further specifies vehicle management responsibilities of NRCS personnel in West Virginia.

(a) Inspection and Maintenance of Vehicles. Vehicles shall be inspected annually. Annual inspections in West Virginia shall occur between January and April of each calendar year. Inspections shall be recorded on Form WV-120-26, Motor Vehicle Inspection

http://www.wv.nrcs.usda.gov/intranet/wv_forms/04_vehinspect.pdf

Inspections shall be done at a reasonable price. Prices for inspection of Government vehicles should be similar as those for WV State Inspections. After the inspection is complete and all safety related repairs are completed and signed off on the inspection form, the original of the WV-120-26 and receipt(s) of the inspection and repairs are to be sent to the ASTC-FO.

After the ASTC-FO receives and reviews all WV-120-26 forms for the vehicles in their Area. They are to ensure all safety repairs were completed. After completion of these two steps the ASTC-FO shall certify to the STC that all vehicles in their Area were inspected and all safety repairs made (SEE [EXAMPLE LETTER](#)). This certification shall be received by the Fleet Manager no later than the end of the first full week of June of each calendar year.

Personnel at the PMC shall submit inspection forms to the SRC and MO-13 Personnel shall submit their inspection forms to the MO-13 Staff Leader. The SRC and MO-13 Staff Leader shall follow the same steps as the ASTC-FO to certify vehicles to the STC.

Each Vehicle shall have an Operator's Record Report Form WV-120-25 http://www.wv.nrcs.usda.gov/intranet/wv_forms/04_oprec.pdf located in the glove box. Maintenance record forms can be obtained from the WV NRCS Web Page under WV Approved Forms <http://www.wv.nrcs.usda.gov/intranet/wvforms.html>. All maintenance such as oil changes, tire rotations, tire replacement, tune-ups, brake replacement/repair, transmission rebuild, window replacement etc. will be recorded on the record form. Each employee assigned a vehicle shall be responsible to ensure the record form is maintained and up to-date. Each District Conservationist is responsible for the vehicles located at their office and are to review the record form with the operator at least each quarter to ensure proper maintenance is being performed. Each ASTC-FO, the MO-13 Staff Leader, and the SRC are responsible for all vehicles located within their area of responsibility, and are to perform spot checks at each field office location each year. The finding of the spot checks are to be discussed with the DC, PMC Manager, or the MO-13 Staff Member as applicable. Corrective actions are to be confirmed in writing with a copy to the SAO.

Additionally, each operator is to ensure that the vehicle is kept clean, both inside and outside. If you are operating a pool vehicle you are responsible to leave the vehicle with at least a half full tank of fuel, and clean inside and outside. Reasonable judgment must be used when determining if a vehicle requires cleaning inside and/or outside to minimize costs. Although, at the end of each day all trash shall be removed from the vehicle and properly disposed of.

(b) Payment of Repairs, Maintenance, Cleaning of Government Owned Vehicles. Each employee is to use the Fleet Card assigned to each vehicle to the greatest extent possible. If the vendor will not accept the Fleet Card contact your Area Administrative Coordinator for assistance in making payment. Area Administrative Coordinators are to set-up Blanket Purchase Agreements (BPA) with vendors as necessary to ensure the proper maintenance of Government Vehicles. Area Administrative Coordinators should work with the State Office Purchasing Agent as necessary to set-up BPA's. The SRC, MO-13 Staff Leader and the staff supervised by each are to direct all questions on payment to the State Office Purchasing Agent.

(c) Operation of Vehicles. All safety related repairs are to be done immediately. Safety related repairs are defined as any repair necessary for the safe operation of the vehicle, such as bald tires, non-functioning seat belts, non-operational horn, burned out light bulbs, etc. Each employee is expected to do a visual inspection of the vehicle prior to operation. Any safety related repairs shall be performed before the vehicle is operated. Contact your Area Administrative Coordinator if you have questions related to approvals required or method of payment for repairs.

ASTC-FO, SRC, and MO-13 Staff Leader have authority to approve all repairs up to but not exceeding \$1,000.

Repairs in excess of \$1,000 must be approved by the Fleet Manager.

(d) Employee Responsibility and Liability. Each employee is responsible for the proper use and protection of Government owned vehicles under her or his control. Employees can be held financially liable for losses, damage, or misuse of vehicles.

(e) Vehicle Management. The West Virginia Fleet Manager is responsible for the overall management of Government vehicles in West Virginia. The Fleet Manager will work with the ASTC-FO, SRC, and MO-13 Staff Leader to ensure the fleet is maintained and replacements occur as funds are available. As a guide replacement of vehicles should occur when a vehicle is either eight years old or has over 80,000 miles.

ASTC-FO, SRC, and MO-13 Staff Leader are to annually review the location and use of all Government owned vehicles within their administrative areas. The review shall include low use vehicles being moved to high use offices or employees, proper allocation of the types of vehicles (ie. 3 person office - 1 sedan, 1 4x4 pickup, and 1 2x4 pickup for

example), and number of accidents by office. If necessary the relocation of vehicles will occur during the annual review.

(f) State Office Vehicles. The Administrative Assistant for Management Services (AAMS) will be the contact for all State Office vehicle inspection and repairs. All State Office employees will receive a WV-120-27-Vehicle Repair Request Form http://www.wv.nrcs.usda.gov/intranet/wv_forms/04_vehrepair.pdf by e-mail that will be used to request assistance from the AAMS. State Office employees are expected to coordinate all repairs, maintenance, and inspections of State Office Government owned vehicles with the AAMS. The AAMS shall record all work performed on vehicles in the record book for that specific vehicle when he or she has the work performed. If the operator has work performed on the vehicle than it shall be the responsibility operator to record the work.

The AAMS shall work with the State Office Purchasing Agent to arrange payments for and to set-up BPA's for maintenance, inspections, and repairs as necessary.

(g) Storage. The authorization period for "intermittent" storage cannot exceed one month except for storage of a government vehicle by a construction inspector. In this case the authorization period cannot exceed one construction season.

Submit Form AD-728

<http://www.ocio.usda.gov/irm/forms/download/AD0728-N-12-88.pdf> to request authorization for private residence storage. Authorization for brief, intermittent and overnight storage must be received in advance. Authorizations for storage will generally be limited to those situations where the employee would pass reasonably close to his/her residence if taking the most expeditious route in leaving or returning to his/her official headquarters.